

# SCHOOL COUNCIL POLICY

Policy Number

11.1

Ohio County School District

Ohio County High School

Policy Type (Check One)

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Council Operations  
School Operations

## POLICY TOPIC DESCRIPTION

Committee Membership Appointment

## POLICY STATEMENT

### Committee Membership

Membership on the Site Based Decision-Making Council (SBDM) committees is open to all teachers, staff, and students of Ohio County High School. Additionally, parents of OCHS students, employees of the local school district and local community members may serve on Council committees.

Standing Committees include Attendance, Curriculum/Consolidated Plan, Discipline/School Safety, Finance/Budget, Professional Development, and Technology.

It shall be the responsibility of the Council Secretary to advertise the formation of the Council committees to teachers, staff, students, parents, and the community through the local newspapers, local radio and by notices posted in the school building beginning two weeks prior to the start of school through the end of the first week of school.

### Committee Structure

Committee membership will attempt to reflect the following composition: two certified staff from core content area, one certified staff from Special Education, one representative from Kentucky Tech, one certified staff from another area, one classified staff member, three parents, two students and one other interested stakeholder. Exceptions will be made to include Department Heads on the Curriculum/Comprehensive School Improvement Plan Committee, the Library Media Specialist will take the place of the Kentucky Tech representative on the Technology Committee, and an additional certified staff member from the high school will replace the Kentucky Tech representative on the Finance/Budget/Needs Committee.

The SBDM Council shall name a person on each committee to convene the first meeting before the September Council meeting.

### Committee Formation

Teachers – Departments will meet by the end of the first week of school to name a representative for each standing committee. Department Heads will then meet to suggest committee membership for approval by the Council at the August Council meeting.

Classified – Classified employees will meet by the end of the first week of school to name a representative for each standing committee.

Students – The Student Council's Executive Board will have the responsibility of facilitating student membership on the committees. Any OCHS student may submit his/her name to the Student Council for consideration on committees. The teacher in charge of the gifted and talented component at OCHS will be consulted to insure those students are included for consideration.

Parents and Community Members – Parents and community members shall submit in writing their requests to serve on a committee. Requests will be mailed to the school to the attention of the SBDM Council Secretary. The Council or PTO will select parents for committee membership from among written requests.

### Terms of Committee Membership

Committees will be formed annually with membership terms to run from September 1 to August 31.

### Function of Committees

Committees should meet monthly, scheduling meetings a minimum of one week prior to the regular monthly meeting of the SBDM Council. Minutes of monthly meetings and items, which should be brought before the Council, will be turned in to the Council Secretary for presentation to the SBDM Council. The number of members present at any committee meeting shall constitute a quorum for the conducting of business.

Date Adopted 11/25/97

Date(s)

Amended 7/20/99; 12/12/2000; 5/21/2002; 6/20/2003

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Council Chairman